

PLEASE POST

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**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES**

**OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Clerk I / Clerk I – Physical Exertion
SALARY RANGE: \$22,464.00 to \$28,330.00
DATE POSTED: May 23, 2014 through May 30, 2014

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications listed below.

A person may not take an open competitive examination for the same title until ninety (90) days has expired since the last examination for the title.

MINIMUM QUALIFICATIONS:

High school graduation or its equivalent. One year of clerical experience. Experience in using MS Office Suite. Ability to type 30 WPM.

DESCRIPTION OF WORK:

Under direct supervision, performs a variety of functions that support all operations. This position requires application of various work methods and procedures, as well as familiarity with Court functions, policies and practices. Assists with routine clerical support duties.

- Retrieving, opening, distributing and processing correspondence and files
- Typing routine and standardized forms and correspondence
- Screening phone calls and visitors, forwarding calls or takes messages, greeting visitors and providing information to employees and the public.
- Performing routine sorting and filing of correspondence, records and reports.
- Receiving and processing files, records, reports and other legal documents following established procedures.
- Conducting searches and retrieves files, records, reports and other legal documents from the filing system. Preparing documents and files for storage.
- Operating computers, copy machines and other office equipment.
- Performing basic word processing functions, including proofreading and checking work for accuracy.
- Assisting in maintaining records in databases, spreadsheets and logs.
- Lifts full mail bins, boxes and files. **(Classification Code 200-001A)**
- Performing other duties as assigned.

FOR ADDITIONAL QUALIFICATIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria.

INFORMATION PROVIDED ON APPLICATION FORMS AND SUBSEQUENT VERIFICATION THEREOF WILL BE USED TO DETERMINE APPLICANT'S QUALIFICATIONS FOR THIS POSITION. **INCOMPLETE AND/OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% Maximum – 70% Minimum)

1. Evaluation of Training, Experience and Personal Qualifications (TEP): (P/F)Pass/Fail
2. Written Exam: 75% MAX- 53% MIN
3. Interview: 25% MAX-17% MIN

APPLICANT MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE: Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement** at the Third Judicial Circuit Court, Office of Human Resources, 720 Coleman A. Young Municipal Center, Detroit, Michigan 48226. **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION MAY BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****